



NAROPA UNIVERSITY
STUDENT ADMINISTRATIVE SERVICES

Information Sheet and Form for Students Needing Medical / Family Emergency Documentation

Please give this information and form to your Health Care Practitioner to assist him or her in preparing a statement regarding your treatment. This information will be reviewed and approved or denied before any changes are made to your student records.

This form must be submitted with the Exception to Policy and Medical & Family Emergency Petition Form.

Ask your HCP to send the information to:

Naropa University
[Advisor Name]
2130 Arapahoe
Boulder CO 80302

Your files with Naropa are confidential and the information in them is protected by FERPA (the Family Educational Rights & Privacy Act). However, if you are a minor, your parents or guardian may be able to access your files. If you have waived your FERPA rights, those who you designated in the waiver may have access to your file. Additionally, your advisor or other Naropa staff or faculty may also be able to access your file if they show a legitimate educational need. Keeping this in mind, you may want to request that your practitioner keep certain details of your situation as general as possible while still giving adequate documentation of why you need to withdraw from your classes. If you would like to know more about FERPA see www.naropa.edu/registrar or stop by Student Administrative Services.

For the health care practitioner:

- In order for us to be able to evaluate the student's situation we need the information requested on the reverse. We take a request for a medical or emergency withdrawal very seriously and evaluate the information you give us carefully.
- Please be specific with your answers and be sure to state why this particular condition would prevent the student from completing the kind of classwork they have registered for.

If you have any questions, please feel free to contact the
Office of Student Administrative Services 303-546-3500.

